



NASA Records Management SSP Transition

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NASA Records Officer
November 2, 2005



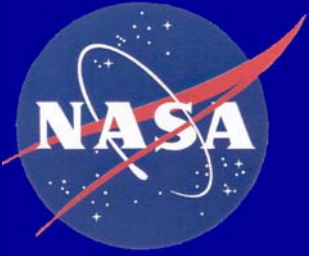


What are Federal records?

- Federally owned documentary materials, *regardless* of physical form or characteristics
- Made or received under Federal law or in connection with SSP design, development, operation, management
- Preserved, or appropriate for preservation
 1. as evidence of essential decisions and transactions, or
 2. because of the informational value in them

Two flavors: Temporary and Permanent

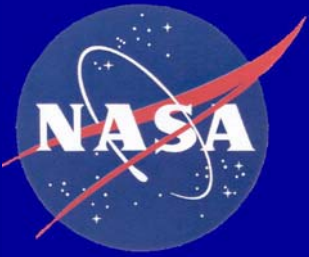




Not

Why Records Management?

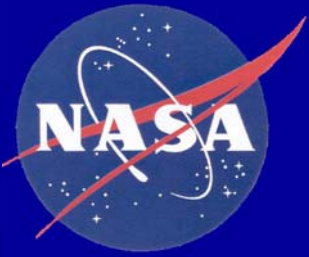




Why records management?

- Legal/Agency requirement
 - 44 U.S.Code
 - 36 Code of Fed Regs
 - OMB Circular A-130
 - NPD 1440.6G
 - NPR 1441.1D
- Preserve security, reliability and authenticity of information for long term viability
- Operational efficiency & public accountability
- Historical and NASA Knowledge Management
(Cross-Agency reference, follow-on project use, etc.)

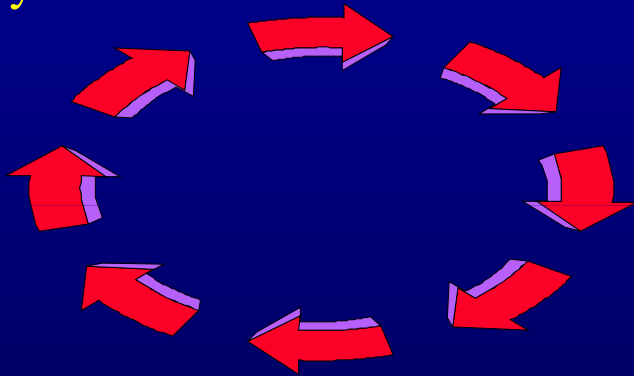




Stages in records life cycle

CREATION:

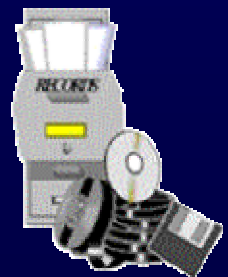
Records are made or received by NASA.

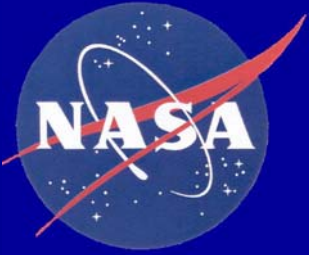


MAINTENANCE AND USE--

Active Records: Any action involving the **storage**, **retrieval**, and **handling** of records kept in offices by, or for, NASA.

****DISPOSITION:** Inactive Records: Action taken regarding records no longer needed for current Government business. These actions include **retirement** to agency storage facilities or records center, **transfer** from one Federal agency to another, **transfer** of permanent records to the National Archives, and **disposal** of temporary records.





Records management requirements

- Preserve security, reliability and authenticity of information for long-term viability & usefulness.
- Ensure comprehensive archiving for SSP
- Disposition in accordance with approved retention schedules.
 - Permanent
 - Long-term temporary (up to 30 years)
 - Short-term temporary (up to 15 years)





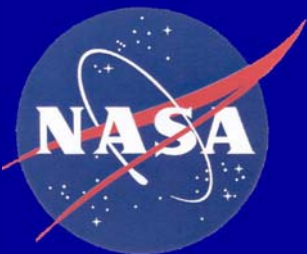
"THE DECLARATION? I THOUGHT WE WERE DONE WITH IT, SO I DELETED IT."



New records retention schedules

- Developed for NASA programs/projects
- 13 media-neutral schedule items
 - Describe “what” and “when” to archive (retention periods)
 - Do not provide “how” to archive
- Simplified “if/then” table to determine retention

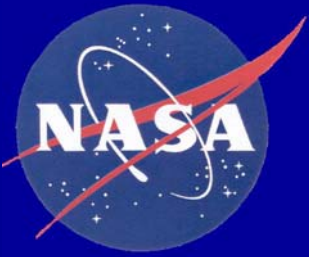




Using the Schedule “if/then” table

Read across
then down,
then across,
then down,
etc.

Item				
101	Yes	records essential for understanding the history of a program/project from inception to completion defined by the stages in a project's life. Note 1 contains a list of eight stages and potential records that might be created in each.	held at office of record	permanent. Cut off records at close of program/project or in 3-year blocks for long term programs/projects. Transfer to records center storage. Transfer to National Archives 7 years after cutoff. Special media records will be transferred in accordance with 36 CFR § 1228.270 (electronic records), 36 CFR § 1228.266 (audiovisual records), 36 CFR § 1228.268 (cartographic and architectural records), and/or current transfer instructions specific to individual formats.
102	Records are covered by Item 103!		all other copies	temporary. Destroy/delete when no longer needed.
103			Yes	
104		Yes	all other No	temporary. Destroy/delete when no longer needed.



New Program/Project schedules

All Shuttle records fall under 3 main Items:

Item 101: material needed forever

(Record examples in Note 1.)

Item 103: material needed a long time (up to 30 yrs)

(Record examples in Note 2.)

Item 105: material needed a short time (up to 15 yrs)

(Record examples in Note 3.)

Items 102, 104, 106: extra copies of above
records



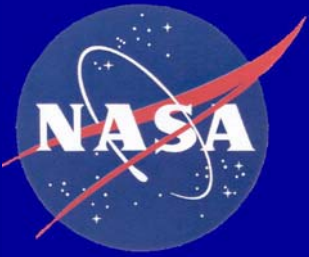


Steps in archiving records

Transition Data Team Level

- Develop “information architecture” for capturing program records (taking advantage of already existing data structure).
- Inventory records.
 - Categories
 - Locations of “official record” copies
 - Formats
- Identify proper retention for each record category; establish year within retention bands.
- Provide record capture instructions, after dialogue with RM/NARA



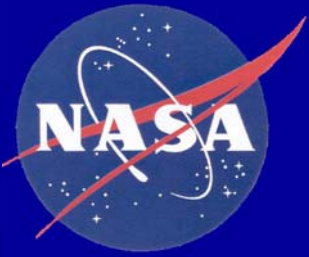


More steps in archiving records

Project/Element Level

- Identify official records; for each record:
 - Location
 - Office of Primary Responsibility (project/element)
 - Format
 - National Security Classification level
 - Other access restriction
 - Schedule item (taken from that provided by Data Team)
- Eliminate unnecessary duplicates
- Categorize according to Program “information architecture”



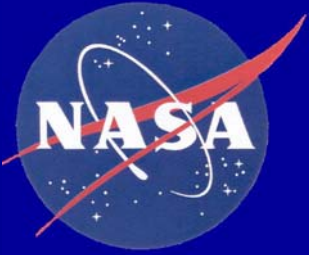


Available assistance

- Patti Stockman, NASA Records Officer 202-358-4787
- Center Records Managers

ARC –	Carla Snow-Broadway	650-604-5576
GSFC –	Pat Southerland	301-286-7395
JSC –	Nancy Hutchins	282-483-4006
	Holly Malecki	281-483-3791
KSC –	Records Manager retiring early January	
	USA RM, Barbara Davis	321-861-3059
LaRC –	Nannette Atkins	757-864-8159
MSFC –	Deborah Wills	256-544-4525
- NARA regional representatives
Available through Center NASA Records Managers.





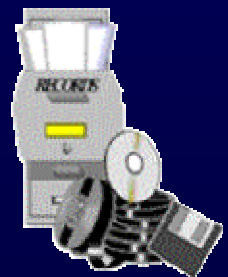
Backups

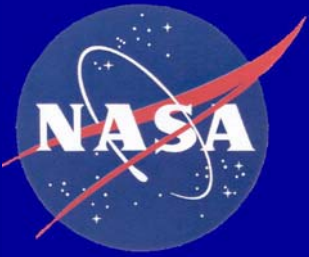




Covered by Items 101-106

“Programs/projects relating to both manned and unmanned space flight, aerospace technology research, and basic or applied scientific research *and* meeting one or more of the following criteria: are ‘**first of a kind**,’ establish **precedents**, produce major contributions to **scientific or engineering knowledge**, integrate proven technology into **new products**, or are/have been subject of widespread **media attention** or **Congressional scrutiny**.”





Item 101: Permanent

- **Records essential for understanding the history of a program/project from inception to completion defined by the stages in program/project's life.**
- **Retention period: Permanent.**
- **Potential candidates listed in Note 1.**





Item 103: Long-term temporary

- **Records not required to document program/project history (item 1), but having operational value to NASA throughout program/project life.**
- **Retention period: 5 to 30 years after close of program/project.**
- **Potential candidates listed in Note 2.**





Item 105: Short-term temporary

- **Routine records not essential for on-going program/project operations**
- **Retention period: 2 to 15 years.**
- **Potential candidates listed in Note 3.**

